JOINT TEST READINESS REVIEW (JTRR) CHECKLIST

The JTRR is a milestone used to determine if all necessary tasks have been completed in order to proceed to JITF testing. This meeting is held approximately five to ten days prior to the start of JITF testing, and after the completion of PMO conducted functional testing (in-plant acceptance testing or IPAT). Activities not completed or deliverables not received by the time of the JTRR may result in a delay in testing. The following checklist outlines the areas that should be covered for a successful JTRR:

ACTIVITY	COMMENTS
WORKPLAN	
H/W & S/W AVAILABLE	
INTEGRATION SYSTEMS	
SOFTWARE & DATA	
DOCUMENTATION	
SELF ASSESSMENT	
START DATE AND TIME (OFFSITES START ON TUESDAY)	
SUPPORT PERSONNEL	
CLEARANCES/VISIT AUTHORIZATIONS	
IPAT PACKAGE	
OPEN SPRS	
JITC COORDINATION	
ACTION ITEMS ASSIGNED	
ATTENDEES	